

PROMOTIONAL/EMPLOYMENT OPPORTUNITY

<u>Vacancy No.</u>	294-3
<u>Title of Position</u>	Treasurer Vacancy exists in the Finance/Treasury Department
<u>Salary Range</u>	\$85,000 - \$100,000
<u>Date Posted</u>	October 20, 2016
<u>Deadline for Applying</u>	The position will be posted until filled. Resumes will be reviewed upon receipt. <u>Employment applications</u> are available at www.warwickri.gov.quicklinks.employmentopportunities or at the City of Warwick Personnel Department, 3275 Post Road Warwick RI 02886 <u>Submit employment application and resume</u> via website www.warwickri.gov.quicklinks.employmentopportunities , via fax 401-732-7636, mail to the City of Warwick Personnel Department 3275 Post Road Warwick RI 02886, via email to carol.m.proulx@warwickri.com
<u>Remarks</u>	This is a Unclassified/Exempt Position Examination Weight: 100% Education & Experience
<u>Statement of Duties</u>	Under the general supervision of the Finance Director exercising independent judgment will manage staff of the Treasury Division to include accounts, accounts payable, payroll, capital projects and reconciliation activities; maintain custody of all public funds; direct cash management functions to ensure that sufficient funds are available to meet planned expenditures; monitor cash flow and prepare cash forecasts; manage all banking operations and relationships; process all wires, internal accounts transfers, interbank transfers, check disbursements, lock box receipts, credit card processing, ACH files and electronic payment interface; process redemption of properties from tax sales; review and sign bond issuance and lease purchase documents; manage investment of City funds; monitor and analyze market conditions and reformulate investment strategies accordingly to maximize investment returns; represent Treasury Division at meetings both external and internal including City Council meetings; Analyze financial information and advise the Finance Director as to the fiscal condition of the City; assist in the audit function; manage special projects and programs assigned by the Finance Director; service as Administrator of Firefighters' Pension Fund; act as Finance Director in the absence of the Finance Director; perform related work as required.
<u>Special Remarks</u>	Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.
<u>Education & Experience</u>	Bachelor of Science or Bachelor of Arts degree from an accredited college or university in finance, accounting, business or related field supplement with at least seven years of financial management and supervisory experience; or any combination of education and work experience to successfully complete the duties and responsibilities. Must possess excellent communication and computer skills using Microsoft Word, Excel and Access. Supervisory and municipal government experience is preferred.
T.D.D.: 739-9150	Telecommunications for the Deaf The City of Warwick is an Equal Opportunity Employer